FPC Assessment report
Construction Products Regulation

Manufacturer	Location	Date assessment
XX	XX	XX

Introduction

Notified Body	Kiwa Nederland BV, NB 0620 / 0063		
Representative (s) Notified Body			
Representative (s) manufacturer			
Assessment scheme and date	EN 1279-5:2018		
AVCP system	1		
Certificate no.	0620 / 0063-CPR-XXXX-XX / initial		
Assessment no.	Initial assessment 1/2 of 2 1 of 1		
Regulations	• Kiwa Regulation for Certification • Customer guide CPR / CE – certification		
Objective assessment		Initial inspection of the manufacturing plant and of factory production control.	
	X	Continuous surveillance, assessment and evaluation of factory production control.	
		Verification of corrective measures in response to an A NCF	
Scope of assessment	Insulating glass units for use in an assembly intended specifically for fire-resistant / anti-bullet glazing		
Assessment program	Cycle: 2 visits per year Cycle: 1 visit per year		
Assessment plan [applicable with new certificate, otherwise not applicable or optional]	Subject	Employee manufacturer	Time
	Opening	Name / function	09:00 - 09:15
	Tour production site	Name / function	09:15 - 10:00
	Assessment quality system	Name / function	10:00 – 11:30
	Report and findings	Name / function	11:30 – 12:00

Comments and findings

General comments assessment

Such as:
- The findings in an initial or extension assessment,
- Agreements made apart from the assessment,
- Why a review has not been fully implemented,
- Comments about the DoP or the CE label,
- With whom Kiwa has spoken during the assessment visit, which locations have been visited, details about private label, etcetera)

These are not remarks in the context of nonconformities.

Attachments to the report

Summary nonconformities current assessment

Item no.	Short description NCF	Category NCF[1]		Description of measures[2]
X.X	A brief description of the nonconformity.	A	B	

Dealing with nonconformities from prior assessment

Item no.	Short description NCF	Category NCF[1]		Description of measures and assessment of implementation by Kiwa
X.X	A brief description of the nonconformity.	A	B	If it is not resolved, refer to new nonconformity.

1) *Findings and follow-up. The Kiwa customer guide CPR / CE certification, annex III provides the definitions for the type of nonconformities and the sanction policy. This also includes the refusal, suspension and withdrawal of the certificate.*
   *A: **Major nonconformity** send corrective measures within two weeks[3]*
   *B: **Minor nonconformity** make direct agreements with Kiwa about corrective measures or send corrective measures within two weeks[3]*
2) *Directly agreed measures with the manufacturer or deadline for sending corrective measures[3]*
3) *If 2 weeks is not feasible for sending corrective measures, it is also possible to send an action plan including time path for the implementation of corrective measures.*

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FPC Assessment - Organisation

No.	As. pro.	Assessment item *Reference*	Working method Manufacturer[1]	Evidence	Findings (A/B/C)[2]
1	1.2	Quality management system	Responsible person for the quality management system Method of monitoring	Reference ISO 9001 certificate and date validity Ref. monitoring Report - Min. 1x per year	C
2	1.2	Documentation management[3]	Reference FPC manual/procedures List of key information carriers	Latest changes documented FPC system – assess sufficient and suitability documentation and covering the scope of the products Ref. 1 information document - assess effective control quality documentation Ref. to 1 Technical information document - assess archiving at least 10 years	C
3	1	Complaints & corrective measures	Reference procedure	Ref. 1 internal and 1 external complaint incl short description and number of complaints – assess the effective control and implementation of the procedure. This is not about internal control products with deviation see 14.	C
4	2	Personnel & organization[3]	Reference procedure	1 assessed employee – assess adequately qualified and tasks, responsibilities and authorities and assess sufficient personnel present.	C
5	1	Outsourcing production[3] *Customer guide CPR/CE certification, annex IV* *Kiwa regulations for certification Ch. 5.2*	Reference procedure Enumeration subcontracted key processes	Ref. 1 assessed supplier audit - assess adequate quality assurance 1 assessed contract - assess sufficiently contractually defined	C
6	2	Project management[3]	Reference procedure CE Marking method	Assessment 1 contract – products according to certificate Ref. 1 design – assess translation customer requirements to design requirements and output to production location / assess implementation CE marking method as declared for structural construction products. Ref. 1 recipe/drawing – assess correctly used and filled in and suitable for use.	C
7	1.2	Use of certificates, certification marks, logos and pictograms *Kiwa regulations for certification Ch. 8* ***Customer guide CPR/CE certification, annex V***	Information documents on which the Kiwa logo and NB numbers are placed	Ref. 1 information document and 1 DoP – check on proper use. No check on content DoP or label	C

1) *These can also be agreements made with Kiwa.*
2) *Findings and follow-up*
   *A: **Major nonconformity:** send corrective measures within two weeks*
   *B: **Minor nonconformity:** make direct agreements with Kiwa about corrective measures or send corrective measures within two weeks*
   *C: **Conform:** no further actions required.*
3) *This item may be covered by an ISO 9001 assessment.*

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FPC Assessment - Production

No.	As. pro.	Assessment item *Reference*	Working method Manufacturer[1]	Evidence	Findings (A/B/C)[2]
8	1.2	Test- & measuring equipment[3]	Reference procedure	Assess the implementation of the FPC checks and assess sufficient and appropriate testing and measuring equipment. Laboratory and measuring equipment / ID-number / Calibration Report No. / Institute / Calibration valid until xx-xx-20xx	C
9	1.2	Production equipment[3]	Reference procedure List of critical production equipment	Ref. 1 production equipment – assess for sufficient maintenance and check sufficient means of production equipment available.	C
10	1.2	Incoming goods[3]	Reference procedure Enumeration type incoming goods	Ref. control form incoming raw material – assess control according to FPC Short description Storage - assess storage according to FPC	C
11	1.2	Production process control[3]	Reference procedure Semi-finished release method	Ref. to 1 semi-finished product + Control form – assess control according to FPC and semi-finished product release method Ref. to 1 assessed contract if testing has been outsourced Ref to 1 product + short description handling, transport or storage – assess control according to FPC	C
12	1.2	Finished product control[3]	Reference procedure Method of release finished product	Ref. 1 product + control form – assess control according to FPC and finished product release method Ref. 1 assessed contract if testing outsourced	C
13	1.2	Performance assessment	Reference procedure	Ref. to assessment or test report - assess 1 essential characteristic of 1 product on execution initial assessment performance (i.e. type- and audit tests) Ref. samples/test reports If Kiwa performs sampling and tests (AVCP 1/1+)	C
14	2	Products with deviations[3]	Reference procedure	Ref. 1 product – Assess assurance that products with deviations are not delivered Ref. 1 product – Assess implementation of remedial measures and release after recovery	C
15	1.2	Handling, transport, storage & packaging, marking & traceability[3]	Reference procedure Method of traceability	Ref. 1 finished product – assess control according to FPC, assess marking of finished product and traceability – do not assess the content of the label.	C

1) *These can also be agreements made with Kiwa.*
2) *Findings and follow-up*
   *A: **Major nonconformity:** send corrective measures within two weeks*
   *B: **Minor nonconformity:** make direct agreements with Kiwa about corrective measures or send corrective measures within two weeks*
   *C: **Conform:** no further actions required.*
3) *This item may be covered by an ISO 9001 assessment.*

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This assessment was conducted remotely, due to the COVID-19 outbreak, in order to secure the health of all the people involved, as for Kiwa internal procedure. The assessment was executed via TEAMS with a Kiwa laptop secured by Microsoft Authenticator, in order to preserve the safety of the data in accordance with current legislation. The privacy policy of Kiwa will remain applicable to this audit, and the documents shared with the assessor will be available only for Kiwa personnel involved in this activity and, if applicable, for accreditation authorities that will ask for those documents for legal and accreditation purposes. Based upon the above, and the content of this report, the effectiveness of the assessment is sufficient.